

NOTIFICATION OF FUNDING AVAILABILITY

The Virginia Department of Housing and Community Development (VDHCD), located at The Jackson Center, 501 North Second Street, Richmond, Virginia 23219, is pleased to announce the availability of \$200,000* through the Seed Fund Program Support for Capacity Building Grants for Fiscal Year 2005. [Organizations eligible for funding must undertake community development projects in CDBG non-entitlement communities.](#) Selected organizations can receive up to \$20,000 in operational funding support for approximately 12 months. Funding can be used to help offset operating costs for organizational planning, office supplies and equipment, office rent, computers, salaries, training and travel, utilities, taxes, insurance, and communications costs.

- Funding will be devoted to providing capacity building for organizations to become effective partners in providing safe, decent, and affordable housing; expanding economic opportunities; and creating a suitable living environment for non-entitlement communities.
- Capacity Building Grants will be awarded competitively to tax-exempt organizations (excluding CHDOs) currently operating in the Commonwealth to assist with improving organizational development capacity for community development initiatives.
- The program will offer a grant and intensive technical assistance to strengthen and improve the operating performance of the organization through strategic investments in governance, finance, administrative systems, staffing, marketing, collaboration and partnering and information systems.
- The emphasis of the program will be on increasing organizational and community sustainability through defining organizational development issues and goals and implementing measures to build on organizational strengths and capacities.
- Grantees will be required to match all operating funds with a twenty-five percent cash match.
- Grantees will be required to complete an organizational self-assessment.
- Grantees must attend all mandatory trainings sessions provided by VDHCD.

Applications, which contain details on program requirements, eligibility criteria, and the list of non-entitlement communities, will be available on March 15, 2004. Applications can be downloaded from our website at <http://www.dhcd.virginia.gov>. A hard copy can be requested from VDHCD by contacting Peggy Dowdy, Office of Community Capacity Building (OCCB) at 804-371-7027 or via email at peggy.dowdy@dhcd.virginia.gov

All applications to be reviewed for funding must be received by VDHCD on or before Friday, April 23, 2004 at 5:00PM. Faxed or emailed copies are not acceptable. Application that are incomplete or which fail to comply with instructions will not be reviewed. A How-to-Apply Workshop will be held at the following location on the date provided:

*Pending approval FY 05 State Budget

**Seed FY 2005
Capacity Building Grant
How-to-Apply Workshop**

Date: Wednesday, March 31, 2004

Time: 1:00pm – 5:00pm

Place: Virginia Department of Housing and
Community Development
501 North Second Street, Third Floor Conference Room
Richmond, Virginia 23219

Date: Thursday, April 1, 2004

Time: 1:00pm – 5:00pm

Place: The Wyndham Roanoke Airport
2801 Hershberger Road, NW
Roanoke, Virginia 24017
540-563-9300

Registration Form

Name: _____

Organization: _____

Mailing Address: _____

Day Phone: _____ Fax Number: _____

Email: _____

Special Needs: _____

**RSVP by Wednesday, March 24, 2004 to
Peggy Dowdy
Department of Housing and Community Development
501 North Second Street
Richmond, Virginia 23219
Phone: 804-371-7027
Fax: 804-371-7093
Email: peggy.dowdy@dhcd.virginia.gov**